Lourdes Public Charter School

Code: AC-AR(1)

Revised/Reviewed: 4/28/25

Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties may file a complaint.

The public charter school may have additional responsibilities addressing reports and complaints, including but not limited to, those found in the following policies and their associated administrative regulations:

1. ACA - Americans with Disabilities Act;
2. ACB - Every Student Belongs;
3. GBEA - Workplace Harassment;
4. GBM - Staff Complaints;
5. GBMA - Whistleblower;
6. GBN/JBA - Sexual Harassment;
7. GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying – Staff;
8. GBNAA/JHFF - Reporting of Suspected Sexual Conduct with Students;
9. GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements;
10. IIA - Instructional Materials\*\*;
11. JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student\*\*; and
12. KL - Public Complaints.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1 Complaints may be oral or in writing and may be filed with the administrator (civil rights coordinator). Any staff member that receives a written or oral complaint shall report the complaint to the administrator. The administrator will oversee the investigation and ensure the investigation is resolved.

The administrator shall ensure that any required notices are provided.[[1]](#footnote-2)

The administrator shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within 10 school days of receipt of the complaint.

Step 2 If the complainant is not satisfied with the decision of the administrator, a written appeal may be filed with the Board within five school days of receipt of the administrator’s response in Step 1. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board’s decision will address each allegation in the complaint and contain the reasons for the Board’s decision. A copy of the Board’s decision shall be sent to the complainant in writing within 30 days of receipt of the appeal by the Board.

If the Board decides not to hear the appeal the administrator’s decision is final.

If the administrator is the subject of the complaint the individual may start at Step 2 and file a complaint with the Board chair. The Board may refer the investigation to a third party and may refer to counsel.

Complaints against the Board as a whole or against an individual Board member may start at Step 2, should be submitted to the Board chair, and may be referred to counsel. Complaints against the Board chair may start at Step 2 and should be referred directly to the Board vice chair.

Timelines may be extended by the public charter school for good cause. Any extension will be communicated to the parties and include a reason for the delay in writing.

**Appeal Process**

A decision reached by this public charter school board for a complaint that alleges a violation of OAR 581-021-0047 (Prohibition against using Native American mascots) may be appealed to Oregon Department of Education (ODE) under OAR 581-075-0001 - 581-075-0045 (the rules are amended by OAR 581-075-0901 until April 30, 2025).

A final decision reached by the public charter school board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), or OAR 581-021-0655 (Duty to Designate a Civil Rights Coordinator) or 581-021-0660 (Duties of and Training Requirements for Civil Rights Coordinator), is recognized as the final decision regarding this complaint[[2]](#footnote-3) by the Board of Scio School District. A final decision may be appealed to ODE under OAR 581-075-0001 - 581-581-075-0045.

1. See the following for notice requirements:

   Administrative regulation ACB-AR - Bias Incident Complaint Procedures

   Board policy GBN/JBA - Sexual Harassment [↑](#footnote-ref-2)
2. The public charter school board is given this authority by the school’s sponsor, Scio School District, as established by Board policy. [↑](#footnote-ref-3)